

PURCHASE ORDER
PHILIPPINE INFORMATION AGENCY



Supplier **E-COPY CORPORATION**

P.O. No. : 24-07-025

Address 65 Gil Puyat Avenue, Palanan, Makati City

Date : 30 July 2024

Mode of Procurement: NP-53.9-Small Value Proc

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Property and Supply Section, PIA-Central Office

Delivery Term : **30 days**

Date of Delivery : _____

Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Supply and delivery of LOT 4 - SHARP Toner Carts			
	toner cart	TONER CART, SHARP MX-235FT (Copier Model: SHARP AR-5620N)	1	6,905.00	6,905.00
	toner carts	TONER CART, SHARP MX-237FT	5	7,140.00	35,700.00
	toner cart	TONER CART, SHARP MX-312FT	1	8,526.00	8,526.00
		*** Nothing Follows ***			
				REQUISITIONING OFFICE/DEPT:	
				SIGNATURE REDACTED	
		Purpose: For the official use of PIA Central Office and NCR for the 1st Semester of 2024		ATTY. JULIUS S. DE PERALTA Chief, Administrative Division	
				Php	51,131.00

(Total Amount in Words) Fifty-One Thousand One Hundred Thirty-One Pesos Only

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

SIGNATURE REDACTED

Mylene Wells
Signature over Printed Name of Supplier

8/5/24

Date _____

Very truly yours,

**SIGNATURE
REDACTED**

WILSON T. BUERANO JR.

Signature over Printed Name of Authorized
Deputy Director-General
Designation

Fund Cluster : 10/

Funds Available : FIFTY ONE THOUSAND ONE HUNDRED THIRTY ONE PESOS ONLY

SIGNATURE REDACTED
ADELE RACHEL M. AQUINO

Agency Accountant

Signature over Printed Name of Chief Accountant/Head of
Accounting Division/Unit

ORS/BURS No.: 02-101101-1024-08-475

Date of the ORS/BURS: 01- Aug - 2024

Amount : \$ 51,131.22

Land Bank of the Philippines (LBP) Account Details:

ACCOUNT NAME: E-COPY CORPORATION

BANK ACCOUNT NUMBER: 0052-1315-88

BANK BRANCH: **Buendia Branch**